

## Ten Tips for Creating Balance

(from Patricia Hutchings)

1. **Water**: Drink lots of water. Many health benefits. Also can force you to take breaks. 😊
2. **Breathing**: Taking a few deep breaths not only oxygenates you, it also helps you to relax and reset your thinking.
3. **Music**: Listening to music can help you de-stress, relax, and stay in balance. Baroque music has been shown to help folks work more efficiently!
4. **Silence**: Pausing and quieting the mind can help you prepare for difficult situations or recover from hard conversations. Even just a moment, to breath and relax. Learn to quiet the mind.
5. **Journaling**: Writing in a journal can help you understand yourself and what is happening in your life. It can help get thoughts stuck in your mind out.
6. **Gratitude Lists**: Making a morning or before bed gratitude list can help refocus the way you see your life, the world, and your day. It can help quiet the mind before sleep.
7. **Service Work**: For some people, helping others through acts of service often leads to receiving more than you give. Start small.
8. **Breaks**: Allow yourself to take breaks throughout the day. Even a small break will make you feel rested and able to refocus on your work. Get up from your desk, walk to your outside door and just take a moment to breath fresh air.
9. **Inspirational Reading**: Have reading materials available at home and work that inspire you. Daily quote book, calendar, book of poetry, sad cat photo books - anything that will inspire you and be a positive reminder during your busy day.
10. **Touch Points**: Touch points are anything you place around you as reminders of what is important to you. Pictures, postcards, stones...objects that ground you, uplift you, or are reminders to take actions toward your goals.